

Dear Broker/Agent:

One of the selling points for Bell Canyon is the privacy it provides. This is a prime feature and in some cases "the reason" for someone buying property here. The Bell Canyon Community Association works hard to keep procedures and policies in place to protect the integrity of the admit process. Following are a few of those policies that directly affect a broker/agent showing property in Bell Canyon.



**LISTING A HOME:** Owners must inform the office or entry station when their house is listed for sale and who their real estate agent is, and if that realtor is authorized to call for visitors to be added to the admit list. The owner should give the entry station phone number to their realtor. Should a homeowner wish to authorize a Home and Guests account for their realtor, this must be requested in writing via an email to the Association office.

**REQUIREMENTS FOR ENTRANCE:** Realtors must present current official photo ID and business card or valid real estate license for entrance to Bell Canyon; photo ID may be required in addition to real estate license. This is the procedure established by the Association that the entry station staff must follow. The entry station officers do not have authority to deviate from the procedure.

**HOURS OF ENTRY:** Hours are 8am - 5pm, Monday through Sunday.

**ENTRY REQUIREMENTS FOR PROSPECTIVE BUYERS:** Prospective buyers not on a property's visitor admit list must be accompanied in the same Vehicle by a licensed realtor. Real estate agents must escort their clients while in Bell Canyon.

**BELL CANYON OPEN HOUSE ENTRY POLICY:**

Prospective buyers wanting to attend an open house in Bell Canyon must have their names placed on the property's admit list for that day by the owner or owner's realtor in order for them to gain admittance. Realtors must inform the station of the date and time of their open houses in advance and then may call with names the day before and day of the open house.

Realtors will need to provide their phone numbers on open house signs and advertising posted outside Bell Canyon so that buyers can call them to arrange access to Bell Canyon and the open house in advance. No calls will be made from the entry station for Open Houses.

For Open Houses scheduled on Sage Lane and Mustang Lane, one directional sign to the Open House may be placed at the corner of Saddlebow and Trigger for Mustang and at the corner of Stagecoach and Marlboro for Sage. All others must be located outside of Bell Canyon.

“Open gate” or giving instructions that anyone who gives the address should be allowed in will not be accepted by the ACOs. Names of those going to an open house must be provided to the entry station in advance, or a licensed real estate agent must accompany their clients.

**"FOR SALE" 'SIGN REQUIREMENTS:** Signs shall be 34" horizontal width, 22" vertical height, and shall be cut from plywood or masonite. The name of the REALTY COMPANY shall be in 2-1/2" letters all upper case, and the phone number shall be 2" high numerals. This is the only copy allowed on the sign. All copy on the sign shall be painted white. The rural street number is to be used on the sign, if desired, not the lot number.



**SOLD SIGNS:** When the property or house is sold. A sold sign may be placed on the "for sale" sign.

**OPEN HOUSE SIGNS AND FLAGS:** One open house sign and one flag per property may be used on the property during the hours of the open house only. A sales representative must be present on the property during the hours of open house.

**PLACEMENT OF SIGNS:** Placement of signs is important. One "for sale" sign may be placed on the property running parallel to the street out of the unpaved roadway and front easement area. Signs should not be placed within these areas. Signs should be placed close to the center of the frontage. If a sign is not properly located, it will be removed.

The association does not wish to impede the sale of property in Bell Canyon but rather to protect the integrity of one of its finest selling points. We solicit your cooperation in this effort. Failure to abide by this policy will result in the following:

- ❖ **1st Violation** = **a written warning**
- ❖ **2nd Violation** = **a \$500.00 assessment**
- ❖ **3rd Violation** = **denial of vehicular entry to Bell Canyon**

Should you have any questions regarding these policies and procedures, please do not hesitate to contact the Association Office, our General Manager, or a staff member with your questions.